



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** November 11, 2016  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Update

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**Human Resources**

- Fire Department positions now open:
  - Firefighter/Paramedic - applications close on November 17, 2016
  - Fire Captain – applications close November 17, 2016
- Economic Development welcomes Amber D. Anthony as Economic Development Director

**Public Works**

- Preparing to change Hodges street to a one way street – will be sending a letter to each resident to give them the definitive date.
- Well project – SAWS interconnect removal and new install – contractor has begun construction of the new VFD building at the Huebner well site and remodel of existing building at Grass Hill – preparing a traffic control plan for closing one lane of traffic on Bandera Road to start construction of the tie in to SAWS 30” main – this work will be done at night.
- San Antonio Constructors started construction September 6<sup>th</sup> for the Huebner Road mill & overlay project, contract is for 90 days. They have experienced several delays due to equipment failure, but are due to complete the project by November 15<sup>th</sup> . Recent rain days will add one week to project completion date.
- Kimley-Horn Engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – should have final report to City Manager by the end of November.
- Kinman House construction continuing this week, with plumbing & gas almost complete, built cashier’s counter, reconfiguring bar to accommodate owner requests, ordering and installing remaining kitchen equipment, custom building vent hood and ansul system, and finishing paint and flooring.
- Park Commission will meet and review final results of Old Mill proposed park survey with residents on November 10<sup>th</sup> at Conference Center, 7 pm.
- Waiting for estimates on fencing and gravesite restoration for Huebner gravesite. Will meet with Historical Society to get their recommendation on type of fencing and headstone.
- Evers Road sidewalk project northeast side plans being drafted, expect to go out for bids in January – still waiting on estimates for crosswalk at Seneca and Evers.
- LID parking lot plans sent to SARA for approval – projected to request bids on project in November.
- Sent bid documents for Swimming Pool Operations for the 2016-17 swim season, to include Forest Oaks Pool to Purchasing to be advertised.

- Advertised bid documents for Huebner at Timberhill drainage project. Will need budget adjustment to fund project, then be reimbursed by CDBG, as this is partially grant funded.
- Preparing documents for Council for next CDBG project – replacing mains on Conestoga.

## Police Department

- **Patrol Activity Summary (see attached):**
  - All categories of assault have been reclassified as Crimes Against Persons, which include Family Violence, Bodily Injury, Contact, or Sexual Assault.
  - Property crimes and Crimes Against Persons have increased, while the total number of arrests have dropped from the previous period.
  - Traffic Offenses and Drug offenses have also increased with our emphasis on traffic enforcement.
  - Included in this report is our presence in the school zones and location placement of the decoy vehicle as a visual deterrent.
  - Forgery and Resisting Arrest are new categories added to the list of offenses on Excel document
  - Included in this report is our presence in the school zones and location placement of the decoy vehicle as a visual deterrent.
  - Proactive Crime Prevention data is exclusive to Sex Offender contacts for Halloween.
- **Significant Incidents/Service Calls:**
  - (10-23-2016) **Assault – Bodily Injury Family Violence-** 6600 block Bandera Road. Officer A. Griego was flagged down by an SAPD Officer in regards to a male who suffered a laceration on the head from his 19-year-old son. The complainant was unable to provide a statement due to being transported to the hospital. Son was not at scene. No arrest made.\*
  - (10-23-2016) **Possession of a Controlled Substance PG 1 4G-200G, Possession of Marijuana 0-2Oz., and Unlawfully Carrying a Weapon-** 6939 Bandera Road. Officer R. Regino was dispatched due to occupants of a GMC Yukon smoking marijuana. Officer smelled the odor of marijuana coming from the vehicle and conducted a vehicle search resulting in drugs and a weapon being discovered.\*
  - (10-27-2016) **Federal Forfeiture Seizure Auction-** The Leon Valley officer assigned to the DEA Task Force Officer led an auction of items recently seized from money laundering of drugs and stolen funds from Mexico. Items worth more than \$60 million were seized over the last year and were auctioned off on this date. All total, the proceeds from the auction of homes, cash, businesses and property brought in more than \$31 million dollars to the participating agencies. At this time we don't know the share awarded to Leon valley, but expect it to be significant.
  - (10-28-2016) **Forgery, Evading Arrest, and Unlawfully Carrying a Weapon-** A service call to Health Texas Medical Group at 6428 Bandera for a fraudulent prescription in progress led to a foot pursuit when the suspect ran from the office as the initial officer arrived on scene. Assistant Chief Saucedo and Fire Chief Luis Valdez observed the suspect flee the scene and gave chase – suspect was apprehended and later taken before the Magistrate and held for Forgery, Evading Arrest, and Unlawfully Carrying a Weapon.
  - (10-29-2016) **Resisting Arrest and Possession of Marijuana 0-2Oz.-** 7700 block of Linkwood. Officer A. Griego was dispatched in regards to a vehicle that had been involved in a hit and run accident, and observed marijuana in the center console, in plain sight. The male subject began resisting when officer attempted to make arrest. The girlfriend was also arrested for interfering with investigation.
  - (10-29-2016) **DWI with Child Passenger-** 6625 Countess Adria. Officer A. Griego was dispatched for a report of an intoxicated female driver with a child in the backseat of the vehicle. Female was booked and child was released to brother.
  - (10-31-2016) **DWI-** 6000 block North Bound Bandera Road. Officer A. Griego was dispatched to a male sleeping inside of his vehicle on the roadway. The ignition was on and the vehicle was

in drive. Suspect refused to perform SFST and was then arrested and transported to 401 S. Frio and a warrant was granted for a blood sample.

- (11-05-2016) **Abandoned Child – Risk-** 6625 Bandera Road #123. Arrested person (mother of children) was observed leaving residence while having care, custody, and control over children (ages 3 and 4) without the children. Unit 123 was near of entrance and exit of establishment and the children had no adult guidance or supervision. The children were placed in immediate risk of serious bodily injury.
- (11-06-2016) **Assault of Family Violence-** The complainant stated her husband and son had pushed her to the ground causing her to have back spasms. Complainant did not wish to pursue charges and was transported to Methodist Hospital. No arrest made.

\*Incident not included in previous report

- **Community Service Efforts:**

- **Ciclovía-** The police department partnered with 10 students in the law enforcement program at Marshall High School to provide security for the Ciclovía event. The 10 students provided free assistance for security, traffic control, and logistical support throughout the event. This was the first event we have partnered with the Marshall Police Explorer Program, but certainly won't be the last. We are already setting up times and locations with their coordinator to train students and are planning additional community events in the months to come.
- **Halloween 2016-** The police department purchased and distributed candy throughout the Leon Valley Community on Halloween night. All officers on patrol were handing out candy and patrolling the neighborhoods to develop a meaningful relationship the children and parents of those partaking in the Halloween festivities. We also provided free fingerprinting and identi-kit information to all children who came to the police department on Halloween. In addition, all sex offenders were located and warned about violations of their probation/parole for participating in the Halloween event. 100% contact was made with all registered sex offenders within Leon Valley.

## **Fire Department**

- **Fire Break scheduled for Shadow Mist** – The fire department was able to assist and guide the Shadow Mist HOA through a mitigation grant process with the Texas A&M Forest service which was approved! This grant will include the removal and thinning of natural vegetation along the property line on the West side of the subdivision. The project is a partnership between the Texas Wildland Firefighters, the Texas Forest Service, the Shadow Mist HOA, and Leon Valley Public Works and Fire Department. The project is expected to take one full day, scheduled for December 9<sup>th</sup>, and will result in improving the safety of the community and completing a project that is identified in the city's Wildfire Protection Plan.
- **EMS Billing transfer readiness** – The fire department is preparing to put in place the EMS document and billing transfer system effective December 1<sup>st</sup>, 2016. This new process will include a new program to collect and transfer patient information, process for billing, debt collection, and to track types of calls for measurable analysis. Assistant Fire Chief Wade has received the departments new EMS laptop computers and has uploaded the new data collection programs. Our team will be training over the next few weeks and reviewing all processes to ensure for a smooth transition.
- **Training** – Congratulations to Firefighter Andrew Patterson for passing his Fire Service Driver/Operator certification test! Lt. Billy Lawson and Firefighter Eli Garcia have both registered to take Fire Officer training, and Firefighter Mike Murphy has registered for his Fire Service Instructor certification. The department continues to work towards staff development and succession planning. The department continues to train the new Assistant Fire Chief And Administrative Assistant, Lisa Martin. Both, are doing quite well and already finding ways to make our team even better.

- **Canned Food Drive** – Be on the lookout! We are teaming up with all departments in the City for our annual canned food drive through the holidays. Several large red tubs have been reserved and will be placed throughout the City for six weeks beginning on November 1<sup>st</sup> (through December 16<sup>th</sup>). Our goal is to donate 1,000 pounds of food to the San Antonio Food Bank on behalf of Leon Valley.
- **Grant application** –Assistant Fire Chief Wade was successful in submitting a grant application through the Federal Assistance to Firefighters Grant process. This grant application included a request for updated respiratory protection equipment, computers, and other various firefighting equipment.

### **Communications and Community Development**

- Community Development Manager Megan McLeod begins November 16 and the Planning Technician Christina Garcia begins on November 14. Staff has restructured the office to accommodate the new staffers.
- Staff continues to work with Code Enforcement regarding a business at 7205 Bandera Road that noted that they were an “office” but were storing moving trucks on site. Thus, the use was a “moving company” and a zoning violation. Staff and Code Enforcement informed the business owner of the violation and they are going to correct the matter. They needed two (2) weeks as of 10/27/16 to relocate the moving trucks. Staff is going to check the status on Monday November 14, 2016.
- Arbor Day was a success. Approximately 407 trees were adopted by residents. For their next project, the TAB hopes to begin the Tree Planting Plan to plant trees in Raymond Rimkus Park around the ball field.
- Plat was received for Autumn Leaves Retirement Living Subdivision – plat is in processing.
- Amco Insurance – 6712 Bandera Road continues to struggle with the requirements of the sign code. They want to add an additional panel to the existing free-standing carwash sign which is not allowed by code. They were informed they could apply for a sign variance to City Council; however staff would be recommending denial of the request because it increases sign clutter and does not meet the spirit and intent of the sign ordinance.
- Staff received notice from Soccer Complex owner’s attorney noting that he would be submitting a letter outlining their status and also requesting an extension regarding the completion of their Specific Use Permit application.
- Staff met with Manuel Rubio regarding the continued concern with parking vehicles on the vacant lot on Poss Road. Mr. Rubio has been waiting on bank funding to begin his project. He just received notice of approval this week and hopes to receive the funds in the next 10-15 days. He will break ground on his new project in the beginning of December. In the meantime, Mr. Rubio has obtained a curbcut and fence permit to move some of the parked cars to an adjacent lot. He will also take some of the parked vehicles to a property he has at Loop 1604 and Braun Road. Movement and activity in the area should begin between now and the next 2 weeks.
- Staff received a fence variance request for Sun Dial that will be presented to Council in December.
- Held wrap-up discussions regarding Ciclovía. Staff met and overall the reviews were great for Ciclovía and those participants who attended enjoyed the event. It was agreed that more attendance could be fostered but in light of competing events, Ciclovía was well received. Staff also met with the Northwest Seniors for a debriefing of their Trash & Treasure.
- Revize submitted the first review of the new website concept. It is a nice modern and functional design but staff will meet with a staff committee for more input.
- Staff prepared two (2) In Kind Grant requests for Council consideration on November 15, 2016 (LV Historical Society Gala and District 125 Holiday Party)

## Library

- In December, Library Director Ms. Underwood will be attending a digitizing history workshop given by Bibliotech, San Antonio and Bexar County. This is to digitize city histories in preparation for the 300th birthday of San Antonio in 2018.
- Currently working on expanding resources online for our Senior Citizens and looking into a Library Membership with Ancestry.com
- Saturday December 3 is the library/Friends of the Library 28th annual Breakfast with Santa celebration at the community center.
- Calendar attached for November events

## City Secretary

- Continues working with board liaisons to get current minutes posted to the website. This project is about 75% complete.
- Attended the Texas Municipal Clerks Association Graduate Institute in Galveston, TX.
- In the last two weeks, the City Secretary's Office has received 18 open record requests. Those requests were for: Police/Accident Reports x 17; and Permit Report x1.
- We shredded 70 boxes of "expired" records on October 31<sup>st</sup>. We will schedule another shred by years end for more expired records.
- City Secretary Passailaigue was elected by members of the Alamo Chapter TMCA, Inc. to serve a second two year term as Chapter President.
- Ongoing Projects:
  - Re-codification of the City's Code of Ordinances
  - Leon Valley Contract Inventory
  - Training with Accela (agenda/minutes program) "**GO LIVE DATE**" is December 20<sup>th</sup>
  - Working with staff to inventory records to be sent to Safesite for record storage

## Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, November 15, 2016, in the Leon Valley City Council Chambers.
- Special City Council Meeting at 8:30 a.m. located at City Hall Thursday, November 17, 2016, to canvass the election results.
- Upcoming Important Events:
  - City Hall Closure, November 24th & 25th in Observance of Thanksgiving
  - Breakfast with Santa, December 3rd at 8:00 a.m., at the Leon Valley Public Library
  - Holiday Tree Lighting Ceremony, December 5th at 6:00 p.m., at the Community Center
  - Justin Rodriguez, District 125 Holiday Party 2016, on December 8th at the Community Center
  - Beethoven Christmas Concert, December 11th at 2:30 p.m. at the Community Center
  - Creation and appointment of members to the Hike & Bike Committee, December 20, 2016
  - Historical Society Pioneer Gala on November 18, 2016 6:30 p.m. – 10:30 p.m. visit [www.lvhistoricalsociety.org](http://www.lvhistoricalsociety.org) for more information.
  - San Antonio Heart and Stroke Walk November 12, 2016 visit [www.sanantonioheartwalk.org](http://www.sanantonioheartwalk.org) for more information.
- Committee Meetings:
  - Beautification Committee Meeting at 4:15 p.m. in the Fire Department Training Room on November 16, 2016.
  - Community Events Committee Meeting at 6:30 p.m. in the City Hall Conference Room on November 16, 2016.
  - LVEDC Meeting at 6:00 p.m. in City Hall on November 16, 2016.
  - Zoning Commission Meeting at 6:30 p.m. in City Hall on November 29, 2016.